

KENTUCKY PERSONNEL CABINET

MATTHEW G. BEVIN
GOVERNOR

501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE (502) 564-7430
FAX (502) 564-7603
WWW.PERSONNEL.KY.GOV

THOMAS B. STEPHENS
SECRETARY

MEMORANDUM

PERSONNEL MEMORANDUM 16-58

TO: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary *TBS 11.18.16*

DATE: November 18, 2016

RE: 2017 Holidays for State Personnel

As stated in KRS 18A.190, KRS 2.110 and KRS 2.190, state offices shall be closed and state employees shall be given a holiday on the following days:

Martin Luther King, Jr.'s Birthday	Monday, January 16, 2017
Good Friday (1/2 day)	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veterans Day	Friday, November 10, 2017
Thanksgiving	Thursday, November 23, 2017 Friday, November 24, 2017
Christmas	Monday, December 25, 2017 Tuesday, December 26, 2017
New Year's Day	Friday, December 29, 2017 Monday, January 1, 2018

This statutory provision applies to all active employees. No criteria with respect to work schedules are applicable in determining eligibility for holiday pay. All active employees are to receive holiday pay, regardless of whether the employee is scheduled to work on that particular holiday. Please take the necessary steps to ensure compliance with the following:

- Full-time employees are to receive either 7.5 or 8.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to full-time interim employees.
- Part-time employees are to receive 3.75 or 4.0 hours of holiday pay, based on the employee's work-week schedule. This also applies to part-time interim employees.

A part-time interim employee is an interim employee who normally works less than 100 hours in a month. This determination is made by each employing agency and each agency is responsible for coding the appropriate amount of holiday pay for these employees.

Please ensure this memorandum is brought to the attention of all state employees under your supervision. Please be certain that delivery of essential services to the public will not be impaired.

Thank you for your cooperation. If you have questions regarding this memorandum, please contact the Department of Human Resources Administration in the Personnel Cabinet at (502) 564-7571.